

ROSTER OF GRADUATES

Instructions and Guidelines

All students who receive a diploma during any portion of a school year must be listed on a Roster of Graduates. There are four (4) types of diplomas and rosters:

1. Regular
2. Honors
3. Special Education
4. High School Certificate

1. The “Type of Diploma” is requested in two places on the form; insert the type of diploma as listed above.
2. Do not include more than one (1) type of diploma per roster.
3. Complete all school information including the Name of the School, School District, City, Date of Graduation (month, day, year) and School Phone Number.
4. Under “Full Name of Pupil” list Girls first in Alphabetical Order, always putting surnames first; Boys second.
5. In the box provided record the total number of graduates on each page printed.
6. For security reasons the principal must initial after the last graduate’s name on each page.
7. Original Principal and Director signatures are required.
8. A roster should be submitted, any time a student meets graduation requirements. This could be any date during the year (i.e., one student fulfills competency requirements). Only one completion date may be included on a roster. All instructions apply.

If you have any questions contact Bonnie Bailey at (615) 532-4876,
bbaily4@mail.state.tn.us

Send the complete roster to:

Tennessee Department of Education
ATTN: Bonnie Bailey
7th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243

(Type of Diploma)
ROSTER OF GRADUATES
Of Tennessee High Schools

_____ High School _____ School District
 _____ City _____ Date of Graduation
 _____ Phone No. _____ Principal
 _____ (Original Signature)

We certify that the following students have
 Met all requirements for a _____ (Type of Diploma)
 as established by the State Board of Education

Note: List Girls First in Alphabetical Order,
 Always Putting Surnames First

_____ Director
 _____ (Original Signature)

Principals:

1. For security reasons, please initial after the last graduate's name on each page.
2. Total number of graduates this page:

Full Name of Pupil	Full Name of Pupil
1	31
2	32
3	33
4	34
5	35
6	36
7	37
8	38
9	39
10	40
11	41
12	42
13	43
14	44
15	45
16	46
17	47
18	48
19	49
20	50
21	51
22	52
23	53
24	54
25	55
26	56
27	57
28	58
29	59
30	60

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